

NORFOLK, VIRGINIA

IMPORTANT NOTICE

Complete, sign, and return to:
Sharon M. McDonald
Commissioner of the Revenue
P.O.Box 2260, Norfolk, Virginia 23501

2004 RETURN OF TANGIBLE PERSONAL PROPERTY FOR BUSINESSES AND PROFESSIONS

PHONE # (757) 441-2783 FAX # (757) 441-1346 E-MAIL: bill.parker@norfolk.gov

Filing Date
on or before
March 1, 2004
Penalty for Late
filing is 10%

Applicant Name & Mailing Address:

Trading Name & Business Address:

Acct#: _____ Social Security # or Federal ID #: _____ Date Business Started in Norfolk: _____

BUSINESS PERSONAL PROPERTY

Attach a complete itemized listing of all Personal Property showing the Date of Acquisition, Original Cost, and Date of Disposal (City Code 24-4)

SCHEDULE 1	All Computer Equipment		
	Report the total purchase cost, by year of purchase, of all computer equipment owned and located in Norfolk on January 1, 2004		
YEAR PURCHASED	ORIGINAL COST	ASSESSMENT	COMMISSIONER'S VALUE – FOR OFFICIAL USE ONLY
Property purchased in 2003		40%	
Property purchased in 2002		40%	
Property purchased in 2001		40%	
Property purchased in 2000		40%	
Property purchased in 1999		40%	
Property purchased in 1998 and all prior years		40%	

SCHEDULE 2	All Other Tangible Personal Property		
	Report the total purchase cost, by year of purchase, of all other personal property (Except computer equipment listed in Schedule 1 above) owned and located in Norfolk on January 1, 2004		
YEAR PURCHASED	ORIGINAL COST	ASSESSMENT	COMMISSIONER'S VALUE – FOR OFFICIAL USE ONLY
Property purchased in 2003		40%	
Property purchased in 2002		40%	
Property purchased in 2001		40%	
Property purchased in 2000		40%	
Property purchased in 1999		40%	
Property purchased in 1998 and all prior years		40%	

	TOTAL TANGIBLE PERSONAL PROPERTY	\$
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SCHEDULE 3	Leased Equipment			
	DESCRIPTION	QUANTITY	NAME & ADDRESS OF LESSOR	PHONE

UNSIGNED FORMS WILL BE RETURNED

VIRGINIA – CITY OF NORFOLK: I declare that the foregoing statement and figures are true, full, and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE _____ DATE _____

It is a Class 1 misdemeanor to make a false statement with intent to defraud if the amount of the tax lawfully assessed in connection with this return is more than \$1,000.00. It is a Class 3 misdemeanor to make a false statement with intent to defraud if the amount of the tax lawfully assessed in connection with this return is \$1,000.00 or less.

Please complete the following information so we can contact you if we have a question about your return.

CONTACT NAME _____ (PLEASE PRINT)

PHONE _____ FAX _____

E-MAIL _____

FILE WITH: SHARON M. McDONALD, COMMISSIONER OF THE REVENUE, P.O.BOX 2260, NORFOLK, VA 23501, ON OR BEFORE MARCH 1ST TO AVOID LATE FILING PENALTY.

SEE REVERSE SIDE FOR INSTRUCTIONS

CORPORATE OFFICERS

President: _____

Vice President: _____

Secretary/Treasurer: _____

INSTRUCTIONS

Who Must File a Return: Every person owning Business Tangible Personal Property within the City of Norfolk on January 1st must report it to the Commissioner of the Revenue on or before March 1 of the assessable year.

- **Machinery and Tools.** Businesses that have been classified as a manufacturer, miner, radio or television broadcaster, or dry cleaner are required to report only machinery and tools.
- **Furniture and Fixtures.** All other businesses are required to report tangible personal property including furniture, fixtures, office equipment, machinery, shop equipment, and tools used in the business.
- **Itemized Listing.** Furnish a complete itemized listing of all tangible personal property showing date of acquisition and original cost. All property must be reported even if it is fully depreciated for accounting purposes.
- **Reported Property Cannot be Prorated.** All property is taxed for the entire year, even if it is sold or moved out of Norfolk after January 1, 2004.

Attach a Copy of Your Most Recent Depreciation Schedule: City Ordinance 23,238 – “An ordinance imposing and levying taxes” was amended in 1975 to require taxpayers to file with the Commissioner of the Revenue a copy of their most recent Depreciation Schedule submitted to Federal and State tax authorities.

Allowed Modifications: If the Depreciation Schedule contains all personal property located in multiple localities, it is permissible to reflect only tangible personal property located in Norfolk on January 1. List the totals on Schedule 1 and Schedule 2 for each year purchased. Sign and return this form and attached Depreciation Schedule to this office.

Complete Schedule 1: Using your Federal or State Depreciation Schedule, report the full original cost (including expenses such as installation and freight) of computer equipment located in the City of Norfolk, Virginia, on January 1 of each year listed. Computer equipment is comprised of mainframes, mid-ranges, PCs and peripherals (i.e. routers, printers, plotters, modems, add-on equipment, etc.). Do not report application software (which is not taxable) such as custom or customized software, Word, Lotus, Excel, etc.

Complete Schedule 2: Using your Federal or State Depreciation Schedule, report the full original cost (including expenses such as installation and freight) of all tangible personal property (except computer equipment identified in Schedule 1 and motor vehicles) located in the City of Norfolk, Virginia, on January 1 of each year listed, including but not limited to furniture, fixtures, office equipment, machinery, shop equipment, and tools used in any business or profession.

Complete Schedule 3: If applicable, report all leased property. Section 58.1-3518 Code of Virginia requires Lessees to report all tangible property leased from others. Attach a separate list if necessary.

Leasing Firms Must File a Return In Their Own Name: To ensure proper assessments, use Schedule 1 for All Computer Equipment and Schedule 2 for All Other Personal Property owned by the Leasing Firm. Attach a separate list identifying the property, its full original cost, date purchased, and the name and address of the Lessee.

Conditional Sales Contract: Property being paid for in installments will be assessed in the name of the person(s) possessing said property.

If Business is Closed: If you are no longer in business, your lease has expired, your property has been disposed of, etc., please indicate such in a letter to this office providing applicable dates.

To Avoid Late Filing Penalty (10%): To avoid a 10% late filing penalty (\$10.00 minimum), this form must be postmarked or returned by March 1, 2004, to Sharon M. McDonald, Commissioner of the Revenue, P. O. Box 2260, Norfolk, Virginia 23501.

Additional Information: If you require additional information, contact the Business Tax Team by phone at (757) 441-2783 or e-mail beparke@city.norfolk.va.us.